

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

**RISK MANAGEMENT WORKSHEET**

1. Organization and Location: DOI-BLM-AZ-GDO-TFO-SPRNCA			2. Page 1 of: 19		
3. Operation / Task: Friends of the San Pedro River, Office Work and COVID-19 preventive measures		4. Beginning Date: 10/01/2020	5. Ending Date: 09/30/2021	6. Date Prepared: 09/18/2020	

7. Prepared by (Name / Duty Position): Robert Walter, NRS (Recreation); BLM Liaison – Francisco Mendoza, Outdoor Recreation Planner

8. Identified Hazards:	9. Assess the Hazards: (Initial Risk)					10. Control Measures Developed for Identified Hazards: ( <i>Specific measures taken to reduce the probability of a hazard</i> ) <b>Include all PPE</b>	11. Assess the Hazards: (Residual Risk)					12. How to Implement the Controls: (May Be Filled in By Hand)	13. Supervisors and Evaluation by: (Continuous Leader Checks, Buddy System, etc.)
(Be Specific)	Negligible	Minor	Moderate	Serious	Critical	(Be Specific)	Negligible	Minor	Moderate	Serious	Critical	(Be Specific)	(Be Specific)
<b>Slip Trip and Fall Hazards</b>													
File drawers, file boxes, pose a tripping hazard		X				Have only one drawer open at a time. Do not walk away and leave the drawer open. Close desk, cabinet doors, and bookcase sliding doors when not in use. Store heaviest loads in bottom drawers. Stack file boxes out of walkway.	X					Volunteer safety orientation.	Volunteer project lead to inspect and walk around.
Frayed or worn carpet, bunched area rugs, boxes and stacked papers pose hazards.			X			Repair and straighten carpets and rugs. Keep the work area, free of obstacles and clutter. Wear shoes always to avoid stepping on sharp objects. Do not store boxes and papers in hallways or allow any object to extend into hallways.	X					Volunteer safety orientation.	Volunteer project lead to inspect and walk around.

8. Identified Hazards:	9. Assess the Hazards: (Initial Risk)					10. Control Measures Developed for Identified Hazards: ( <i>Specific measures taken to reduce the probability of a hazard</i> ) <b>Include all PPE</b>	11. Assess the Hazards: (Residual Risk)					12. How to Implement the Controls: (May Be Filled in By Hand)	13. Supervisors and Evaluation by: (Continuous Leader Checks, Buddy System, etc.)
<b>(Be Specific)</b>	<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Serious</b>	<b>Critical</b>	<b>(Be Specific)</b>	<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Serious</b>	<b>Critical</b>	<b>(Be Specific)</b>	<b>(Be Specific)</b>

Rolling chairs may pose a fall hazard.		X				Always keep all five legs of the chair on the floor/ground (four-legged, rolling chairs are no longer authorized). Immediately replace defective parts or broken chairs.	X					Volunteer safety orientation.	Volunteer project lead to inspect and walk around.
Items out of arm's reach, heavy items stored overhead.		X				Use only suitable step stools or step ladders. Move ladder or stool to be as close as the object to be moved. Have assistance in holding the ladder.	X					Volunteer safety orientation.	Volunteer project lead to inspect and walk around.
<b>Bumps, bruises, lacerations</b>													
Overhead storage of heavy objects on file cabinets.		X				Materials should not be stored on top of file cases, cabinets, or bookcases.	X					Volunteer safety orientation.	Volunteer project lead to inspect and walk around with request for immediate correction.
Paper cutter, shredder, and scissors pose hazards		X				Caution new operators. Keep blade locked when not in use. Store cutter in a safe place. Keep long hair and loose clothing away from paper shredders when operating machines.	X					Volunteer safety orientation. Purchasing: Buy paper cutter with finger guard and locking mechanism. Paper shredder with finger/clothing guard and automatic shutoff.	Volunteer project lead to inspect and walk around with request for immediate correction.
Sharp objects stored in desk drawers (pushpins, knives, blades)		X				Store sharp objects in proper container. Do not put loose sharp objects in desk drawers. Put protective covers on Xacto knives such as cork, Styrofoam, or plastic. Do not put sharp objects in your pockets.	X					Volunteer safety orientation.	Volunteer project lead to inspect and walk around with request for immediate correction.

8. Identified Hazards:	9. Assess the Hazards: (Initial Risk)					10. Control Measures Developed for Identified Hazards: ( <i>Specific measures taken to reduce the probability of a hazard</i> ) <b>Include all PPE</b>	11. Assess the Hazards: (Residual Risk)					12. How to Implement the Controls: (May Be Filled in By Hand)	13. Supervisors and Evaluation by: (Continuous Leader Checks, Buddy System, etc.)
<b>(Be Specific)</b>	<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Serious</b>	<b>Critical</b>	<b>(Be Specific)</b>	<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Serious</b>	<b>Critical</b>	<b>(Be Specific)</b>	<b>(Be Specific)</b>

Paper cuts, jammed fingers, while filing		X				Point out possibility to inexperienced people. Leave room in filing cabinets to expand.	X					Volunteer safety orientation.	Volunteer project lead to inspect and walk around with request for immediate correction.
Puncture/scraping wounds		X				Be alert for drawers left open. Chairs left in aisles, glass doors and cabinets left open. Watch for protruding legs on tables, desks, and chairs. Immediately replace unsafe or nonfunctional furniture.	X					Volunteer safety orientation.	Volunteer project lead to inspect and walk around with request for immediate correction.
Falling			X			Always use handrails going up and down stairs. Make sure stairs are built to OSHA standard. Make sure stairs are well lighted.	X					Volunteer safety orientation.	Volunteer project lead to inspect and walk around with request for immediate correction.
<b>Lack of situational awareness</b>													
Office layout can pose multiple tripping hazards. New employees and visitors lack situational awareness.		X				Walk. Do not run in the office. Be alert to potential hazards. Walk to the right. Clearly mark all known hazards (CAUTION: step, low-ceiling, slippery when wet, check door, latch, etc.).	X					Volunteer safety orientation. Rearrange partitions to eliminate blind corners. Install corner mirrors to enhance vision of oncoming foot traffic.	Volunteer project lead to inspect and walk around with request for immediate correction.
Poor dim lighting			X			Replace or repair defective lights or fixtures. Install task lights to eliminate glare or deceptive shadows on work surfaces.	X					Volunteer safety orientation.	Volunteer project lead to inspect and walk around with request for immediate correction.
Emergency exits blocked by stored objects. Signs not clearly visible.				X		Perform regular housekeeping. Never store items (even temporarily) in front of an emergency exit.	X					Volunteer safety orientation.	Volunteer project lead to inspect and walk around with request for immediate correction.

8. Identified Hazards:	9. Assess the Hazards: (Initial Risk)					10. Control Measures Developed for Identified Hazards: ( <i>Specific measures taken to reduce the probability of a hazard</i> ) <b>Include all PPE</b>	11. Assess the Hazards: (Residual Risk)					12. How to Implement the Controls: (May Be Filled in By Hand)	13. Supervisors and Evaluation by: (Continuous Leader Checks, Buddy System, etc.)
<b>(Be Specific)</b>	<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Serious</b>	<b>Critical</b>	<b>(Be Specific)</b>	<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Serious</b>	<b>Critical</b>	<b>(Be Specific)</b>	<b>(Be Specific)</b>

Static electrical shock	X					Do not scuff your feet on carpet. Spray carpets with anti-static solution.	X					Volunteer safety orientation.	Volunteer project lead to inspect and walk around with request for immediate correction.
<b>Workstation/ Work Area</b>													
Electrical fire hazard					X	Do not use extension cords in place of permanent wiring circuits. Inspect electrical cords for wear and damage. Repaired (taped) cords are not authorized and must be replaced. Do not use multiple electrical outlet adapters to connect more appliances or electrical equipment than the outlet was designed for.	X					Replace damaged cords. Do not allow use of multiple electrical outlet adapters. Do not allow extension cords as a permanent solution. Seal floor electrical outlets with covers. Get proper wiring to eliminate use of extension cords.	Volunteer project lead to inspect and walk around with request for immediate correction.
Space heaters may cause a fire					X	Only GSA approved heaters will be used. Should be placed so that clothing or furniture will not obstruct air flow to unit.	X					Only auto-shutoff heaters are allowed (dispose of earlier models). Volunteer safety orientation.	Volunteer project lead to inspect and walk around with request for immediate correction.
Long-term computer use: eye strain/eye pain				X		Take breaks and do eye exercises. Blink often to keep eyes moist. Cup hands over eyes and hold for one minute. Roll eyes clockwise three times and then counterclockwise three times. Refocus on an object 20-feet away.	X					Volunteer safety orientation. Office ergonomics training.	Volunteer is responsible for following best practices.
Eye strained/blurred vision/teary or itchy eyes				X		Position computers monitor at right angles to windows if glare is present. Use document holder with its own lighting. Position the	X					Volunteer safety orientation. Office ergonomics training.	Volunteer is responsible for following best practices.

8. Identified Hazards:	9. Assess the Hazards: (Initial Risk)					10. Control Measures Developed for Identified Hazards: ( <i>Specific measures taken to reduce the probability of a hazard</i> ) <b>Include all PPE</b>					11. Assess the Hazards: (Residual Risk)					12. How to Implement the Controls: (May Be Filled in By Hand)					13. Supervisors and Evaluation by: (Continuous Leader Checks, Buddy System, etc.)				
<b>(Be Specific)</b>	<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Serious</b>	<b>Critical</b>	<b>(Be Specific)</b>					<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Serious</b>	<b>Critical</b>	<b>(Be Specific)</b>					<b>(Be Specific)</b>				

						screen 28 inches from the operator, 10-30 degrees below eye level. Keep screen clean. Ensure proper work area illumination to avoid glare. Adjust screen brightness. Use glare filter, if necessary.																
Repetitive motion injuries – sore neck, back and shoulders, fatigue/insomnia, headache/nausea, irritability, tension/stress, wrist tendonitis, carpal tunnel syndrome (numbness, tingling, pain, burning, and or swelling of fingers, hands, wrists, forearm, and/or shoulder).				X		Periodically change positions of work materials. Do simple stretching/relaxing techniques (deep breathing, isometrics, etc.). Get up and move around. Alternative repetitive tasks with other tasks. Use stand up workstation with footrest. Position worktable at the same level as elbow (in a 90-degree bend position). Adjust for height. Sit up straight, keep feet flat on the floor.	X													Volunteer safety orientation. Office ergonomics training.		Volunteer project lead to inspect and walk around. Volunteer project lead to pay attention to chronic complaints.
Heavy objects – back strain/pain, pulled ligaments, sore muscles				X		Get help when moving objects. Use a dolly and reduce weight of object before moving. Pack smaller parcels instead of larger ones.	X															Volunteer project lead by walking around with request for immediate correction.
Heavy objects can cause back strain				X		Break down objects to carry into smaller pieces before moving. Lift your legs, use a dolly. Ask for assistance.	X															Volunteer project lead by walking around with request for immediate correction.
Objects falling onto volunteers				X		Do not store objects on top of cabinets, bookcases or near heat registers. All objects must	X															Volunteer project lead by walking around with request for immediate

8. Identified Hazards:	9. Assess the Hazards: (Initial Risk)					10. Control Measures Developed for Identified Hazards: <i>(Specific measures taken to reduce the probability of a hazard)</i> <b>Include all PPE</b>	11. Assess the Hazards: (Residual Risk)					12. How to Implement the Controls: (May Be Filled in By Hand)	13. Supervisors and Evaluation by: (Continuous Leader Checks, Buddy System, etc.)
<b>(Be Specific)</b>	<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Serious</b>	<b>Critical</b>	<b>(Be Specific)</b>	<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Serious</b>	<b>Critical</b>	<b>(Be Specific)</b>	<b>(Be Specific)</b>

					be more than 18-inches from the ceiling. Store heavier objects in lower drawers/shelves and in the bottom of cabinets to prevent tipping. Keep freight or stored materials out of pathways.								correction.
Loud and/or persistent noise can cause headaches, ear pain				X	Ask for work area decibel level measurement. If above the OSHA threshold, wear hearing protection.	X						Evaluate work areas for possible respiratory hazards. Install ventilating systems and clean them regularly. Immediately report unknown fumes and/or vapors to maintenance personnel or volunteer project lead.	Enroll affected volunteer in Respiratory Protection Program.
Intruders, unwanted guests (inadequate physical security)				X	Ensure doors are locked behind you when entering a building. Ensure windows are secured in all areas before leaving. Never give your key or keys to anyone, for any reason	X						Volunteer safety and security orientation.	Volunteer project lead by walking around with request for immediate correction.
<b>COVID-19 preventative measures</b>													
1. Aerial transmission of SARS CoV2 or other viruses (primary route of transmission) <ul style="list-style-type: none"> <li>Customers in public room</li> </ul>			X		<b>A. Engineering Controls:</b> i. Physical Barriers  Determine capacity of public room while maintaining social distance, install mechanisms or barriers to not allow that		X					i. Plexiglass barrier installed at front desks.  i. Post capacity of public room on front door.  i. Door unlocking mechanism that allows	Visitor contact station lead volunteer to ensure that engineering control measures are implemented.

8. Identified Hazards:	9. Assess the Hazards: (Initial Risk)					10. Control Measures Developed for Identified Hazards: ( <i>Specific measures taken to reduce the probability of a hazard</i> ) <b>Include all PPE</b>					11. Assess the Hazards: (Residual Risk)					12. How to Implement the Controls: (May Be Filled in By Hand)					13. Supervisors and Evaluation by: (Continuous Leader Checks, Buddy System, etc.)				
<b>(Be Specific)</b>	<b>(Be Specific)</b>					<b>(Be Specific)</b>					<b>(Be Specific)</b>					<b>(Be Specific)</b>					<b>(Be Specific)</b>				
	Negligible	Minor	Moderate	Serious	Critical						Negligible	Minor	Moderate	Serious	Critical										

<ul style="list-style-type: none"> <li>• Packages - public room and mailbox</li> <li>• Restroom open to public</li> <li>• Covering breaks</li> </ul> <p>Close contact is defined as: frequently &lt; 6' from public</p> <p>When not working with the public, close contact is &lt; 6' distance for &gt; 15 mins</p>					<p>capacity to be exceeded.  (Ventilation of buildings addressed in RMW for returning to the office.)</p> <p><b>B. Administrative Controls:</b></p> <p>i. Volunteers in high risk categories will not be tasked with in-person public room contacts.</p> <p>ii. Volunteers should self-monitor daily using the CDC symptom webpage before physically reporting to duty station and should monitor throughout the day while at duty station.</p> <p>iii. Volunteers feeling unwell should stay at home.</p> <p>iv. Volunteers at the duty</p>						<p>employee to remotely control access.</p> <p>i. Consider stocking most popular handouts in breezeway.</p> <p>ii. IR thermometers available at front desks</p> <p>ii. CDC symptom webpage</p>	
---	--	--	--	--	--	--	--	--	--	--	--	--

8. Identified Hazards:	9. Assess the Hazards: (Initial Risk)					10. Control Measures Developed for Identified Hazards: <i>(Specific measures taken to reduce the probability of a hazard)</i> <b>Include all PPE</b>	11. Assess the Hazards: (Residual Risk)					12. How to Implement the Controls: (May Be Filled in By Hand)	13. Supervisors and Evaluation by: (Continuous Leader Checks, Buddy System, etc.)
<b>(Be Specific)</b>	<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Serious</b>	<b>Critical</b>	<b>(Be Specific)</b>	<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Serious</b>	<b>Critical</b>	<b>(Be Specific)</b>	<b>(Be Specific)</b>

					<p>station showing signs of sickness will be sent home.</p> <p>v. Reminders of CDC guidelines for individual responsibility to reduce the spread of viruses posted in public rooms and associated restrooms.</p> <p>vi. Limit exposure with shifts and scheduled appointments.</p> <p>vii. Use alternative methods such as internet and email to serve the public with information, and to increase efficiency of customer service (limits time customer is in room, limits need for proximity less than 6')</p>						<p>iv. Use CDC guidelines (public website) on protocol.</p> <p>vi. Public room open hours could be reduced to limit exposure time. Or public room could be open by appointment only.</p> <p>vii. Increase web content to include commonly-requested information. Post "If you touch it, you take it" policy for printed materials in public room.</p>	
--	--	--	--	--	--	--	--	--	--	--	---	--



8. Identified Hazards:	9. Assess the Hazards: (Initial Risk)					10. Control Measures Developed for Identified Hazards: ( <i>Specific measures taken to reduce the probability of a hazard</i> ) <b>Include all PPE</b>					11. Assess the Hazards: (Residual Risk)					12. How to Implement the Controls: (May Be Filled in By Hand)					13. Supervisors and Evaluation by: (Continuous Leader Checks, Buddy System, etc.)														
<b>(Be Specific)</b>	<b>(Be Specific)</b>					<b>(Be Specific)</b>					<b>(Be Specific)</b>					<b>(Be Specific)</b>					<b>(Be Specific)</b>														
	Negligible	Minor	Moderate	Serious	Critical						Negligible	Minor	Moderate	Serious	Critical																				

						<p>viii. Restrooms accessible from public rooms could be restricted to either solely employee or solely public use. Wearing of face masks in restrooms is strongly encouraged.</p> <p><b>C. Safe Work Practices:</b></p> <p>i. Maintain a distance of at least 6’ between yourself and other people, regardless of whether or not they are showing signs of being sick. If closer proximity is required to provide customer service, the volunteer is strongly encouraged to wear a face mask and limit the duration as much as possible.</p>																					

8. Identified Hazards:	9. Assess the Hazards: (Initial Risk)					10. Control Measures Developed for Identified Hazards: <i>(Specific measures taken to reduce the probability of a hazard)</i> <b>Include all PPE</b>	11. Assess the Hazards: (Residual Risk)	12. How to Implement the Controls: (May Be Filled in By Hand)	13. Supervisors and Evaluation by: (Continuous Leader Checks, Buddy System, etc.)				
<b>(Be Specific)</b>	<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Serious</b>	<b>Critical</b>	<b>(Be Specific)</b>	<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Serious</b>	<b>Critical</b>	<b>(Be Specific)</b>	<b>(Be Specific)</b>

<p>Volunteer wearing a face mask protects the public from virus that the volunteer may shed. It is possible to have no symptoms of COVID-19 and shed virus.</p> <p>Members of the public visiting the public room protect other visitors as well as FSPR volunteers by wearing masks.</p>					<p><b>D. PPE:</b></p> <p>i. Wear the provided face covering. Encourage public to use face covering. Face coverings prevent people who don't know they have virus from transmitting the virus to others.</p>						<p>building.</p> <p>i. Cloth face masks and instructions for use, including donning and doffing, and maintenance provided to each employee. Volunteers responsible for laundering them at home.</p>	
---	--	--	--	--	---	--	--	--	--	--	---	--

8. Identified Hazards:	9. Assess the Hazards: (Initial Risk)					10. Control Measures Developed for Identified Hazards: ( <i>Specific measures taken to reduce the probability of a hazard</i> ) <b>Include all PPE</b>					11. Assess the Hazards: (Residual Risk)					12. How to Implement the Controls: (May Be Filled in By Hand)					13. Supervisors and Evaluation by: (Continuous Leader Checks, Buddy System, etc.)						
<b>(Be Specific)</b>	<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Serious</b>	<b>Critical</b>	<b>(Be Specific)</b>	<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Serious</b>	<b>Critical</b>	<b>(Be Specific)</b>	<b>(Be Specific)</b>	<b>(Be Specific)</b>	<b>(Be Specific)</b>	<b>(Be Specific)</b>	<b>(Be Specific)</b>	<b>(Be Specific)</b>	<b>(Be Specific)</b>	<b>(Be Specific)</b>	<b>(Be Specific)</b>	<b>(Be Specific)</b>	<b>(Be Specific)</b>	<b>(Be Specific)</b>	<b>(Be Specific)</b>	<b>(Be Specific)</b>	<b>(Be Specific)</b>

2. Touch transmission and cross-contamination			X			<b>A.Engineering Controls:</b> Same controls as for aerial.		X																					
<ul style="list-style-type: none"> <li>• Showing maps</li> <li>• Selling passes</li> <li>• Handouts</li> <li>• Incoming mail/packages</li> <li>• Countertops</li> <li>• Restroom</li> <li>• Doors</li> </ul> Donning and doffing PPE						<b>B. Administrative Controls:</b> <i>In addition to</i> controls for aerial transmission:  i. Reduce amount of informational materials on display to reduce the number of touches any one copy gets.  ii. Replace water fountains with touchless water bottle filling stations																							

8. Identified Hazards:	9. Assess the Hazards: (Initial Risk)					10. Control Measures Developed for Identified Hazards: <i>(Specific measures taken to reduce the probability of a hazard)</i> <b>Include all PPE</b>	11. Assess the Hazards: (Residual Risk)	12. How to Implement the Controls: (May Be Filled in By Hand)	13. Supervisors and Evaluation by: (Continuous Leader Checks, Buddy System, etc.)				
<b>(Be Specific)</b>	<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Serious</b>	<b>Critical</b>	<b>(Be Specific)</b>	<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Serious</b>	<b>Critical</b>	<b>(Be Specific)</b>	<b>(Be Specific)</b>

					<p><b>C. Safe Work Practices:</b>  <i>In addition to control for aerial transmission:</i></p> <p>i..Hand hygiene – wash hands before and after each use of a jointly-used area.</p> <p>In addition to ordinary key times for hand washing, wash hands after touching something that may be frequently touched by other people, and before touching your eyes, nose or mouth.</p> <p>Hand sanitizer stations will be available for public.</p> <p>ii. Increased frequency of cleaning and disinfecting surfaces – Counter, door handles, desk, water fountains, light switches,</p>						<p>i. Follow CDC guidelines for hand hygiene: Wash hands with soap and water for at least 20 seconds of scrubbing. <b>The use of hand sanitizer (with at least 60% alcohol content) must be followed by soap and water washing as soon as water is available.</b> Portable handwashing stations could be used for employees in public room.</p> <p>ii. Follow CDC guidelines for Disinfecting Surfaces, including preparation and disposition of waste and of PPE after use (based on CDC, EPA</p>	
--	--	--	--	--	--	--	--	--	--	--	--	--

8. Identified Hazards:	9. Assess the Hazards: (Initial Risk)					10. Control Measures Developed for Identified Hazards: ( <i>Specific measures taken to reduce the probability of a hazard</i> ) <b>Include all PPE</b>					11. Assess the Hazards: (Residual Risk)					12. How to Implement the Controls: (May Be Filled in By Hand)					13. Supervisors and Evaluation by: (Continuous Leader Checks, Buddy System, etc.)				
<b>(Be Specific)</b>	<b>(Be Specific)</b>					<b>(Be Specific)</b>					<b>(Be Specific)</b>					<b>(Be Specific)</b>					<b>(Be Specific)</b>				
	Negligible	Minor	Moderate	Serious	Critical		Negligible	Minor	Moderate	Serious	Critical														

					<p>phone, keyboard &amp; mouse, barriers and entrances to office cleaned daily by professional service. Disinfection of areas receiving frequent touching by the public scheduled to be provided by professional service and/or volunteers. Volunteers keep work area uncluttered with only necessary items on desk/counter.</p> <p>iii. Dedicated Equipment Minimize the amount of equipment shared by public room volunteers, and limit</p>						<p>and GSA guidance); use EPA recommended cleaning and disinfection solutions <a href="https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2">https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2</a> Appropriate disinfection products will be stocked in public rooms. Disinfecting disposable wipes or spray bottles will be provided.</p> <p>iii. Visitor Contact Station volunteer brings own pen, laptop, stapler, etc to the public room for their shift. Phone calls could be forwarded to cell phones without sharing volunteer's number with the public.</p> <p>iii. Do not provide pens</p>	
--	--	--	--	--	---	--	--	--	--	--	--	--

8. Identified Hazards:	9. Assess the Hazards: (Initial Risk)					10. Control Measures Developed for Identified Hazards: <i>(Specific measures taken to reduce the probability of a hazard)</i> <b>Include all PPE</b>	11. Assess the Hazards: (Residual Risk)					12. How to Implement the Controls: (May Be Filled in By Hand)	13. Supervisors and Evaluation by: (Continuous Leader Checks, Buddy System, etc.)
<b>(Be Specific)</b>	<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Serious</b>	<b>Critical</b>	<b>(Be Specific)</b>	<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Serious</b>	<b>Critical</b>	<b>(Be Specific)</b>	<b>(Be Specific)</b>

					what they share with other volunteers.						<p>for customers, or provide “dirty” and “clean” cups and sanitize them.</p> <p>iii. Have customer set charge card on counter and flip it over so that employee does not touch the card.</p> <p>iii. No-contact transaction methods to reduce person-to-person interactions should be publicly messaged and strongly encouraged. Promote on-line payments, pay in advance, no-contact credit card transactions, and discourage cash or check transactions</p>	
--	--	--	--	--	--	--	--	--	--	--	---	--

8. Identified Hazards:	9. Assess the Hazards: (Initial Risk)					10. Control Measures Developed for Identified Hazards: ( <i>Specific measures taken to reduce the probability of a hazard</i> ) <b>Include all PPE</b>					11. Assess the Hazards: (Residual Risk)					12. How to Implement the Controls: (May Be Filled in By Hand)					13. Supervisors and Evaluation by: (Continuous Leader Checks, Buddy System, etc.)				
<b>(Be Specific)</b>	<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Serious</b>	<b>Critical</b>	<b>(Be Specific)</b>					<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Serious</b>	<b>Critical</b>	<b>(Be Specific)</b>					<b>(Be Specific)</b>				

						<p><b>4. PPE</b> In addition to controls for aerial:</p> <p>i. Gloves may be worn for employee comfort. Gloves must be worn with some cleaning and disinfectant products.</p> <p>ii. Follow donning/doffing procedures of masks/face coverings and gloves to prevent cross-contamination</p>									<p>i. Volunteers may choose to wear gloves to handle fliers, maps, etc.</p> <p>ii. Cloth face masks and instructions for use, including donning and doffing, and maintenance provided to each employee. Employees responsible for laundering them at home.</p>	
3. Hazards from cleaning/disinfecting supplies			x			<p><b>A. Engineering Controls:</b> i. Cleaning and disinfectant products stored in sound containers.</p> <p><b>B. Administrative Controls:</b> i. Professional service will perform at least some of the cleaning and disinfection</p>		X							<p>i. For leaking containers, clean up and dispose of immediately according to Safety Data Sheet procedures.</p>	<p>Visitor contact station lead to ensure that supplies are secured and cleaning and disinfecting is occurring regularly during operating hours and after contact station is closed. Periodic checks hourly.</p>

8. Identified Hazards:	9. Assess the Hazards: (Initial Risk)					10. Control Measures Developed for Identified Hazards: <i>(Specific measures taken to reduce the probability of a hazard)</i> <b>Include all PPE</b>	11. Assess the Hazards: (Residual Risk)					12. How to Implement the Controls: (May Be Filled in By Hand)	13. Supervisors and Evaluation by: (Continuous Leader Checks, Buddy System, etc.)
<b>(Be Specific)</b>	<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Serious</b>	<b>Critical</b>	<b>(Be Specific)</b>	<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Serious</b>	<b>Critical</b>	<b>(Be Specific)</b>	<b>(Be Specific)</b>

					<p>services.</p> <p><b>C. Safe Work Practices:</b></p> <p>i. Personnel using cleaning/sanitizing/disinfectant products will read product warning labels, and have access to Safety Data Sheets (SDS)</p> <p>ii. Hazard Communication Training prior to use of chemical products.</p> <p>iii. All disinfectant products will be EPA registered. Whenever possible, EPA-registered products with emerging viral pathogens claims on the label will be</p>						<p>i. Protocol for disinfecting surfaces, based on CDC, GSA, and Arizona Dept of Health Services guidance, will be followed, including preparation, disposition of waste and of PPE after use.</p> <p>ii. Provide safety training/orientation regarding chemical warning labels and treatments following exposure.</p>	
--	--	--	--	--	---	--	--	--	--	--	--	--



8. Identified Hazards:	9. Assess the Hazards: (Initial Risk)					10. Control Measures Developed for Identified Hazards: ( <i>Specific measures taken to reduce the probability of a hazard</i> ) <b>Include all PPE</b>	11. Assess the Hazards: (Residual Risk)					12. How to Implement the Controls: (May Be Filled in By Hand)	13. Supervisors and Evaluation by: (Continuous Leader Checks, Buddy System, etc.)
<b>(Be Specific)</b>	<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Serious</b>	<b>Critical</b>	<b>(Be Specific)</b>	<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Serious</b>	<b>Critical</b>	<b>(Be Specific)</b>	<b>(Be Specific)</b>

					<p>used. Among those, use the least caustic cleaning supplies that will accomplish the task. Choose products identified in the “BLM Green Purchasing Plan” or “USDA Biopreferred list” as often as possible</p> <p><b>D. PPE:</b> i. Required PPE as identified on product label and SDS (gloves, goggles, etc) and any tools needed (e.g. measuring cups for diluting bleach, towels for wiping/drying) will be provided.</p>						<p>i. As cleaning and disinfection supplies are received, label and SDS are checked for PPE needs. PPE needs filled prior to visitor contact station reopening. PPE/Supplies Inventory is maintained to indicate when supplies need replenishing.</p>	

8. Identified Hazards:	9. Assess the Hazards: (Initial Risk)	10. Control Measures Developed for Identified Hazards: <i>(Specific measures taken to reduce the probability of a hazard)</i> <b>Include all PPE</b>	11. Assess the Hazards: (Residual Risk)	12. How to Implement the Controls: (May Be Filled in By Hand)	13. Supervisors and Evaluation by: (Continuous Leader Checks, Buddy System, etc.)										
<b>(Be Specific)</b>	<table border="1"> <tr> <td>Negligible</td> <td>Minor</td> <td>Moderate</td> <td>Serious</td> <td>Critical</td> </tr> </table>	Negligible	Minor	Moderate	Serious	Critical	<b>(Be Specific)</b>	<table border="1"> <tr> <td>Negligible</td> <td>Minor</td> <td>Moderate</td> <td>Serious</td> <td>Critical</td> </tr> </table>	Negligible	Minor	Moderate	Serious	Critical	<b>(Be Specific)</b>	<b>(Be Specific)</b>
Negligible	Minor	Moderate	Serious	Critical											
Negligible	Minor	Moderate	Serious	Critical											

14. Remaining Risk Level After Control Measures Are Implemented: <b>(INDICATE HIGHEST REMAINING RISK LEVEL WITH "X")</b>	<b>NEGLIGIBLE</b> (Supervisor)	<b>MINOR</b> (Associate/Assistant Mgr. / Branch Chief)	<b>MODERATE</b> (Field Manager)	<b>SERIOUS</b> (District Manager)	<b>CRITICAL</b> (State Director/Associate)
		<b>X</b>			

15. RISK DECISION AUTHORITY: (Approval/Authority Signature Block) **(If Initial Risk Level is CRITICAL, SERIOUS or MODERATE: Brief Risk Decision Authority at that level on Controls and Control Measures used to reduce risks)**  
**(Note:** if the person preparing the form signs this block, the signature indicates only that the appropriate risk decision authority was notified of the initial risk level, control measures taken and appropriate resources requested; and that the risk was accepted by the decision authority.)

\_\_\_\_\_  
Printed Name / Signature

## INSTRUCTIONS

1. Organization conducting the Risk Assessment and the location of the operation.
2. If more than one page is used, indicate number of pages. (For example: Page 1 of 3)
3. In general terms, identify the operation/task(s) to be performed.
4. Enter the date that the operation/task(s) is/are to begin.
5. Enter the date that the operation/task(s) is/are to end.
6. Enter the date that the Risk Assessment was prepared.
7. Enter the name and duty position of the person completing the form.
8. Identify specific hazards associated with the operation/task(s). It is important to be specific and start at the beginning, the preparation phase (equipment draw/transportation of equipment) of the operation. (For example: unfamiliar equipment, inexperienced operators, improperly configured equipment, challenging terrain, natural hazards, hazardous chemical use, span of supervision, location of work, types of roads, confined spaces, pinch points.)
9. Assess the initial risk using the risk assessment matrix.
10. Identify control measures for each identified hazard in block 8.
11. Assess the residual risk, the risk remaining after control measures are taken into consideration, using the risk assessment matrix.
12. Identify how the controls will be implemented (For example: SOPs, tailgate safety briefings, written/oral policy statements/directions, familiarization training, Right to Know training, use of PPE, use of spotters.)
13. Enter the specific individual(s) or method(s) used to supervise and evaluate the provisions of the Risk Assessment. (For example: supervisor/leader on site, buddy system, employee crosstalk.)
14. Check the appropriate remaining level of risk.
15. The authority accepting the risk should sign this block; however, if the authority is notified and accepts the risk, the person completing the form can note same sign block 15. (See "Note" in block 15.)